

ADMINISTRATIVE-INTERNAL USE ONLY

16 April 1982

MEMORANDUM FOR: Agency RMO

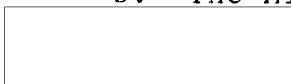
FROM : Chief, DCI History Staff

SUBJECT : Preserving Materials of Historical Value

1. The History Staff wishes to call the attention of Records Management Officers to the availability of its advisory service for identifying documents of historical interest that should be preserved when records are reviewed for permanent retirement or destruction. RMOs are encouraged to consult with a staff historian regarding materials that might be original or single-copy documents, important summaries, or items of special significance in the history of the Agency.

2. The History Staff particularly desires to be notified of the identity and location of any histories of components or projects.

3. The History Staff is located at 316 Ames, extensions



J. Kenneth McDonald
Chief, DCI History Staff

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